



ENCROACHMENT AGREEMENT SUBMITTAL CHECKLIST E-6

Development Services
Land Development Engineering
1635 Faraday Avenue
760-602-2750
www.carlsbadca.gov

FOR CITY USE ONLY

Date: _____

Project Name: _____

Project Number: _____

CHECK AS APPROPRIATE:

Drawing Number: _____

____ Initial Submittal

Planchecker: _____

____ Resubmittal

Telephone: _____

PLEASE NOTE: ***INCOMPLETE SUBMITTALS MAY BE RETURNED UNCHECKED.***
Planchecker will mark items not required with N/A.

THE FOLLOWING ITEMS ARE SUBMITTED FOR PLANCHECK:

- ☐ 1. Completed and signed Engineering Plancheck Application form
- ☐ 2. Property description in the form of a Grant Deed or Title Report
- ☐ 3. Drawing, to scale, showing location and type of encroachment
- ☐ 4. Legal description of city easement underlying encroachment
(Not required for single-family property owners)
- ☐ 5. Processing fee (see fee schedule)
- ☐ 6. Other supporting documents or information as necessary
- ☐ 7. Brief description of encroachment: _____
- ☐ 8. Reasons for encroachment: _____

FOR RESUBMITTAL: THE FOLLOWING ADDITIONAL ITEMS ARE INCLUDED:

- ☐ 1. Copy of previous city transmittal.
- ☐ 2. All previous checkprints and documents with planchecker's comments.
- ☐ 3. All required corrected resubmittals as indicated in the city's previous transmittal.
- ☐ 4. Original Encroachment Agreement, signed and notarized.

COMMENTS _____

SUBMITTAL COMPLETE: CHECKED BY: _____ **DATE:** _____